

**General Services Administration Federal Supply Service  
Authorized Federal Supply Schedule Price List**

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage!™, a menu-driven database system. The Internet address for GSA-Advantage!™ is: <http://www.gsaadvantage.gov>*

**Multiple Award Schedule – MAS  
Federal Supply Group: MAS  
CONTRACT NUMBER: GS-02F-0088X**

*For more information on ordering from Federal Supply Schedules click on FSS Schedules at <http://www.fss.gsa.gov>*

**Contract Period: February 17, 2011 – February 16, 2026**



**Company:**

Wise Ways Consulting, Inc.  
2207 Greywing Street  
Woodbridge, VA 22191  
703-763-3823 (O) 703-763-2397 (F)  
POC: Melissa Davies – [melissa@wisewaysconsulting.com](mailto:melissa@wisewaysconsulting.com)  
[www.wisewaysconsulting.com](http://www.wisewaysconsulting.com)

Business size: Woman-Owned Small Business

Price List Date – January 15 2021

**TABLE OF CONTENTS**

<b>CUSTOMER INFORMATION</b>	<b>PAGE 3</b>
<b>CORPORATE OVERVIEW</b>	<b>PAGE 5</b>
<b>LABOR CATEGORY RATES</b>	<b>PAGE 6</b>
<b>COURSE RATES</b>	<b>PAGE 7</b>
<b>LABOR CATEGORY DESCRIPTIONS</b>	<b>PAGE 8</b>
<b>DETAILED COURSE DESCRIPTIONS</b>	<b>PAGE 11</b>

*Wise Ways Consulting, Inc.*

## Customer Information

- 1a. **Awarded Special Item Numbers:**
  - 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
  - 611430 Professional and Management Development Training
  - 611512 Flight Training
  - OLM Order Level Materials
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: N/A
- 1c. **Please see our hourly rates as shown below in our price list.** A list of all class descriptions is shown in our Price List.
2. **Maximum order:** \$1,000,000
3. **Minimum order:** \$300
4. **Geographic coverage (delivery area):** United States including all territories.
5. **Point(s) of production:** Woodbridge, VA.
6. **Discount from list prices or statement of net price:** Prices shown are net (discount already deducted)
7. **Quantity discounts:** Contracts over \$50,000-2.0% discount available
8. **Prompt payment terms:** Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9a. **Government purchase cards are accepted at or below the micro-purchase threshold.**
- 9b. **Government purchase cards are accepted above the micro-purchase threshold.**
10. **Foreign items:** N/A
- 11a. **Time of delivery:** To be negotiated with the Ordering Agency on each Task Order.
- 11b. **Expedited Delivery:** N/A
- 11c. **Overnight and 2-day delivery:** N/A
- 11d. **Urgent Requirements:** N/A
12. **F.O.B. point(s):** To be negotiated with the Ordering Agency on each Task Order

- 13a. **Ordering address is as follows:**  
Wise Ways Consulting, Inc.  
2207 Greywing Street  
Woodbridge, VA 22191  
(703)-763-3823; Attn: Melissa Davies
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **Payment address as follows:**  
Wise Ways Consulting, Inc.  
2207 Greywing Street  
Woodbridge, VA 22191  
Attn: Melissa Davies
15. **Warranty provision:** N/A
16. **Export packing charges:** N/A
17. **Terms and conditions of Government purchase card acceptance** – Government purchase cards are accepted at all levels
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).** – N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 compliance:** N/A
25. **Data Universal Number System (DUNS) number:** 825180875
26. **Notification regarding registration in System for Award Management (SAM) database:** CAGE Code: 51QZ7

## Corporate Overview

Wise Ways Consulting, Inc. (WWC) is a Virginia SWaM certified Small, Woman and Minority owned business that provides client-centered consulting, training and facilitation services. We utilize dynamic facilitators and consultants who, after engaging with the client to determine their needs, are able to effectively develop targeted, solution-based business process improvement protocols. WWC provides coaching and direction for leaders and core teams who recognize their need to make new decisions and new choices for their organization's viability.

WWC's staff is dedicated to providing the quality services needed to address a range of organizational and training challenges in a variety of workplace environments. Our goal is to develop client capacity by providing materials, facilitation, coaching, and training to support ongoing efforts to improve the overall performance of public and private organizations.

Both our present and previous engagements have provided WWC with the opportunity to develop the necessary professional skills and knowledge to help address a wide range of client needs including such areas of support as:

- Training Design and Delivery
- Communication
- Change Management
- Supervisory Training
- Leadership Development and Coaching
- Organizational Development
- Team Building
- Critical Thinking and Ethics
- Meeting Management
- Facilitation and Workgroup Support

WWC has an extensive resume in dealing with Federal agencies. They have both primed and been a subcontracting team providing business process consulting, facilitation, executive coaching, and classroom training to dozens of Agencies including the:

- US Army
- US Army Aviation and Missile Command
- US Air Force
- US Marine Corps
- US Navy
- US Department of Agriculture
- Department of Homeland Security
- Department of Veterans Affairs
- Customs and Border Protection
- Transportation Security
- Federal Reserve Board Administration

**WISE WAYS CONSULTING LABOR RATES:**

<b>Labor Category</b>	<b>Year 11 2/17/2021 -2/16/2022</b>	<b>Year 12 2/17/2022 -2/16/2023</b>	<b>Year 13 2/17/2023 -2/16/2024</b>	<b>Year 14 2/17/2024 -2/16/2025</b>	<b>Year 15 2/17/2025 -2/16/2026</b>
<b>Executive Coach</b>	\$350.36	\$362.62	\$375.31	\$388.45	\$402.05
<b>Subject Matter Expert III</b>	\$231.07	\$239.16	\$247.54	\$256.20	\$265.17
<b>Subject Matter Expert II</b>	\$192.11	\$198.83	\$205.79	\$212.99	\$220.44
<b>Subject Matter Expert I</b>	\$150.24	\$155.50	\$160.94	\$166.57	\$172.40
<b>Senior Consultant/ Facilitator/ Trainer</b>	\$170.54	\$176.51	\$182.69	\$189.08	\$195.70
<b>Consultant/ Facilitator/ Trainer</b>	\$136.45	\$141.23	\$146.17	\$151.29	\$156.59
<b>Project Manager</b>	\$139.69	\$144.58	\$149.64	\$154.88	\$160.30
<b>Analyst III</b>	\$67.13	\$69.48	\$71.91	\$74.43	\$77.04
<b>Analyst II</b>	\$55.94	\$57.90	\$59.93	\$62.03	\$64.20
<b>Analyst I</b>	\$44.73	\$46.16	\$47.78	\$49.45	\$51.18
<b>Admins Support Staff III</b>	\$55.94	\$57.90	\$59.93	\$62.03	\$64.20
<b>Admins Support Staff II</b>	\$44.73	\$46.30	\$47.92	\$49.60	\$51.34
<b>Admins Support Staff I</b>	\$35.40	\$36.64	\$37.92	\$39.25	\$40.62

## COURSE RATES

"Off-the-shelf" Training Courses								
				Year 11 2/17/21 -2/16/22	Year 12 2/17/22 -2/16/23	Year 13 2/17/23 -2/16/24	Year 14 2/17/24 -2/16/25	Year 15 2/17/25 -2/16/26
				Rate	Rate	Rate	Rate	Rate
Description	Length	Min.	Max.	Min Attend	Min Attend	Min Attend	Min Attend	Min Attend
"Development of Managers and Emerging Leaders".	2 Days	5	30	\$ 7309.21	\$ 7565.03	\$ 7829.81	\$ 8103.85	\$ 8387.48
				> Min Attend	> Min Attend	> Min Attend	> Min Attend	> Min Attend
				\$ 243.74	\$ 252.27	\$ 261.10	\$ 270.29	\$ 279.75
Description	Length	Min.	Max.	Min Attend	Min Attend	Min Attend	Min Attend	Min Attend
"Introduction to DiSC" (Excluding online profiles)	2 Hours	5	30	\$1726.57	\$ 1787.00	\$ 1849.55	\$ 1914.28	\$ 1981.28
				> Min Attend	> Min Attend	> Min Attend	> Min Attend	> Min Attend
				\$ 57.57	\$ 59.58	\$ 61.67	\$ 63.83	\$ 66.06
Description	Length	Min.	Max.	Min Attend	Min Attend	Min Attend	Min Attend	Min Attend
"DiSC and Your Workplace" (Excluding online profiles)	4 Hours	5	30	\$2031.25	\$2102.34	\$ 2175.92	\$ 2252.08	\$ 2330.90
				> Min Attend	> Min Attend	> Min Attend	> Min Attend	> Min Attend
				\$ 67.72	\$ 70.09	\$ 72.54	\$ 75.08	\$ 77.71
Description				Per Person	Per Person	Per Person	Per Person	Per Person
DiSC Online Profile Per participant				\$ 51.48	\$ 53.28	\$ 55.14	\$ 57.07	\$ 59.07

## LABOR CATEGORY DESCRIPTIONS

**Executive Coach and 360 Administrator** – Highly skills, experienced person responsible for coaching executives and managers at all levels in the organization. Provides executive coaching to agency heads, directors, and senior managers on quality improvement engagements requiring extensive senior-level experience. Designs, organizes, leads, and conducts executive level coaching sessions for both individuals and teams. Qualified to provide debriefs on a variety of workplace assessments. Uses International Coach Federation (ICF) Core Competencies. Applies expertise in the coaching field to work collaboratively with Program Managers on coaching program best practices.

**Subject Matter Expert** – Highly skilled, experienced person with direct knowledge of what is done in the job, what knowledge, skills, abilities and other characteristics are required. Provides specialized technical and/or business expertise for the analysis and development of solutions for extremely complex organizational issues. Provides support for special studies and analysis of organizational data. Supports assessments of organization's challenges using specializes skills and knowledge. Contributes to the execution of project or task plan and helps assess the impact of industry trends, policy or standard methodologies. Conducts activities in support of the project team's objectives.

- Provides analysis, evaluation, and recommendations for improvements, development strategy, and execution during the delivery phase of the project
- Consults with clients to define need, conducts studies and surveys to obtain pertinent data
- Recommends solutions to problems and action plans

**Level I:** Possess demonstrated knowledge in designated field or discipline. Possesses significant experience providing solutions to an organization's challenges through the application of knowledge gained through similar prior engagements. Participates in the development of solutions by leveraging knowledge of the designated field or discipline. Contributes to the implementation of strategy and helps assess the impact of industry trends, policy, and/or standard methodologies.

**Level II:** Possess extensive knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Possess demonstrated ability and experience in management consulting and cross-team facilitation at the senior management level. Other areas of expertise may include, but is not limited to, business process reengineering, statistical process control, individual and organizational assessment and evaluation, process modeling an simulation, strategic and business planning, change management, organizational development, and the development of leadership/management skills.



**Level III:** Senior expert with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas. Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Is responsible for providing high-level vision to program/project manager or senior client leadership to influence objectives of complex efforts. The Functional/Subject Matter Expert is primarily utilized on projects for their specific expertise, not in a managerial capacity, in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's processes, systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

**Senior Consultant/Facilitator/Trainer:** Is responsible for successful delivery of projects through detailed project planning, scheduling, and costing. Leads and guides teams of specialists, analysts, and support staff. Maintains detailed project plans, monitors work performed to ensure project stays on schedule, and reports progress of project to the client on an ongoing basis. Addresses immediate and long-term solutions to project related issues. Performs highly effective and engaging facilitative types of functions as needed. Is able to develop engaging and well-written curricula as well as deliver dynamic training sessions. Works in a fast-paced environment and performs independently, as well as a team player. Is responsible for meeting goals within time and budget constraints.

**Consultant/Facilitator/Trainer:** Contributes to the design and execution of projects. Performs varied analytical functions, as needed, including planning and designing of projects, analysis of business processes and structures, preparing and delivering reports, and cataloging and abstracting documents. Performs highly effective and engaging facilitative types of functions as needed. Is able to develop engaging and well-written curricula as well as deliver dynamic training sessions. Works in a fast-paced environment and performs independently, as well as a team player. Is responsible for meeting goals within time and budget constraints.

**Project Manager** - Project management experience including demonstrated project leadership, acquisition management, oversight of executive management services, and delivery of services within established contract cost and performance objectives, and experience developing and executing program schedules and tracking programs to schedule.

**Analyst** – Highly skilled experienced in application of techniques and tools for business analysis, statistical process control, risk assessment, performance measurement, and other performance improvement tools. Develops and teaches courses on analysis techniques. Conducts and analyses results of surveys and other data collection activities. Supports project/program management with data analysis and implementation of project management tools. All should have at least experience in the following.

- Collect and analyze data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance.
- Prepare detailed reports and present to management for auditing purposes.
- Make recommendations on data analyzed to Management.
- Conduct pre-implementation audits to determine if systems and programs under development will work as planned to meet design requirements.
- Examine and evaluate financial and information systems and recommend controls to enhance system reliability and data integrity.

**Level I:** Experience in analysis of financial, accounting, supply chain, or other business data.

**Level II:** Strong in analysis of financial, accounting, supply chain, or other business data and use of statistical analysis software packages.

**Level III:** Expert knowledge of quantitative and qualitative business analysis techniques. Prior experience as business analyst in a major corporation or business-consulting firm.

**Administrative Support Staff** – Provides administrative support for consulting and technical staff or directly for clients in project management, meeting/conference organization, report preparation, presentations, training materials, etc. experience.

**Level I:** Follows clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

**Level II:** Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

**Level III:** Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

## **DETAILED COURSE DESCRIPTIONS:**

### **“Development of Managers and Emerging Leaders”**

Effective communication is a key component of leadership within any organization. Effective leaders work at strengthening their interpersonal communication competencies by building and maintaining open, supportive, and collaborative relationships with others in the organization. This focus ultimately strengthens and adds value to the individual, team and global organizational at all levels.

Successful leadership requires more than just assigning tasks to members; it requires a leader who can inspire their team members. In order to be the person that others want as their guide, one must recognize and develop individual potential as well as create a cohesive team that functions to the best of its combined abilities. The whole is always greater than the sum of the parts.

At the end of the workshop, participants should be able to:

- Understand their own leadership style
- Understand how to establish positive and trusting relationships within teams
- Develop insight into how to create effective communication and member participation within teams
- Identify barriers to effective communication and develop strategies to overcome them
- Develop effective nonverbal communication skills that will actively engage participants
- Develop a variety of conflict resolution strategies to meet situational demands

**“Introduction to DiSC” (2 Hours).** This session is for individuals within your organization who want to have an introduction to an understanding of their personal style at work. This will allow them to begin to tap into their strengths in order to increase productivity and become more successful on the job while improving the quality of work relationships with peers, employees, supervisors, and customers.

At the end of the workshop, participants should be able to:

- Review and understand their individual profile results
- Understand the evolution of DISC and what it means today
- Identify personal communication styles
- Understand the styles of your co-workers and how best to work with them

**“DiSC and Your Workplace” (4 Hours).** The session is for individuals within your organization who want to have a better understanding of their personal style at work. This will allow them to tap into their strengths in order to increase productivity and become more successful on the job while improving the quality of work relationships with peers, employees, supervisors, and customers.

At the end of the workshop, participants should be able to:

- Review and understand their individual profile results
- Understand the evolution of DISC and what it means today
- Identify personal communication styles
- Understand how to respond when individual styles are overused
- Understand the styles of co-workers and how best to work with them
- Recognize when to adapt personal styles to work more productively
- Develop an action plan for implementing steps back on the job

Wise Ways Consulting, Inc.